

<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>PERSONNEL</b>
<b>SUBJECT:</b> <i>Grievance Procedure</i>	<b>NUMBER: PER.8</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b>
	<i>Chief of Police Gary Gold</i>
<b>NMMLEPSC STANDARDS:</b> <b>PER.08.01 – PER.08.04</b>	<b>NMSA:</b>

I. **PURPOSE:**

The purpose of the policy is to ensure the efficient and effective management of the grievance procedure function by providing administrative guidance that identifies the responsibilities and processes within the uniform and other organizational components of the department.

II. **POLICY:**

It is the policy of the Las Vegas Police Department to manage the grievance procedure function in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

III. **APPLICABILITY:**

This policy applies to all commissioned and non-commissioned employees of the Las Vegas Police Department.

IV. **REFERENCES:**

A. NMMLEPSC PER 08.01-04

V. **DEFINITIONS:**

None

**VI. PROCEDURES:**

**A. Grievance and Appeal Procedures**

1. Procedures for filing a grievance and appeal will be as agreed to in the "Labor Contract" Agreement between the City of Las Vegas and the Las Vegas Police Officers Association, Fraternal Order of Police, Lodge #20," Section 37.

**B. Appropriate disciplinary action may be taken for any of the following reasons:**

1. Incompetent or inefficient performance of duty orientation to or dereliction of duty.
2. Unbecoming of an officer while "on or off duty", that discredits the reputation of the Department and/or employees, which will impair the efficiency or reputation of the Department, its members or employees.
3. Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of similar nature discrediting or injuring the public service or any act jeopardizing the effective functioning of their service.
4. Mental or physical unfitness for the position which the employee holds.
5. Failure to report to an appropriate superior authority incompetence, misconduct, inefficiency, neglect of duty, or any other form of misconduct or negligence of which the employee has knowledge.
6. Failure of a supervisory employee to take corrective action regarding employees under their supervision who may be guilty of any form of neglect of duty or misconduct where the Supervisor knows or should have known of such dereliction.

**C. Examples of behavior specifically prohibited includes**

1. Use of alcoholic beverages on duty, or drunkenness on duty.
2. Use of illegal drugs or narcotics.
3. Buying alcoholic beverages while on-duty.
4. Acting as bailor for anyone other than a family member.
5. Releasing any information to a suspect or convicted person that would enable an escape from custody or hamper an investigation.

6. Selling, trading, or buying chances or bets, or any other gambling while on duty.
7. Recommending legal counsel or bondsmen to any person.
8. Publicly criticizing superior officers, the City Manager, or any City Official.
9. Use of harsh, profane, or obscene language to any member of the department or to the public.
10. Sleeping on duty.
11. Sexual activities on duty.
12. **Nothing in these rules and regulations limits the charges against employees because the alleged act or omission does not specifically appear in this manual, orders of the department, or in the laws or ordinances of which the department is responsible to enforce.**

D. General Conduct:

1. Employees of the department will display respect for their superior officers, subordinates, and associates. When on-duty and in the presence of the public, superior officers shall be addressed or referred to by rank.
2. Employees of the department will address their subordinates, associates, supervisors or members of the general public courteously, and will not use abusive, violent, insulting or provoking language which could be deemed insulting to any person or group by reason of their racial or ethnic background.
3. Employees of the department will at all times be civil and courteous. They will maintain an even disposition and remain calm, regardless of provocation, in executing their duties.
4. Employees of the department will not gossip or speak rumors detrimental to the department or another employee.
5. Employees of the department will always display absolute honesty.
6. Employees of the department will cooperate and coordinate their efforts with other employees to insure maximum effectiveness. This high degree of cooperation and coordination will extend to other law enforcement organizations and government agencies.

7. Employees will restrict personal conversations or personal associations to an appropriate minimum while on duty.
8. An officer will not display cowardice in the line of duty or any situation where the public or another police officer might be subjected to physical danger. Unless actually incapacitated themselves, officers will aid, assist, and protect fellow officers in time of danger or under conditions where danger might reasonably be impending.
9. Employees of the department will not at any time use or attempt to use their official position, badge or credentials for personal or financial gain or advantage.
10. Employees shall adhere to the city personnel policies, this Department Policies and the agreements as set forth in the contract between the City of Las Vegas and the Las Vegas Police Officers Association, Lodge #20. Refer to City Policy Manual Section 7.

VII. ATTACHMENTS:

None